

Minutes
Designated Agency Safety and Health Official (DASHO) Council
Thursday, January 13, 2005
9:00 AM – 10:30 AM
Room 3060 MIB – 9:00 am – 10:30 am

Welcome – Kathleen Wheeler, Deputy Chief Human Capital Officer and Department DASHO

Kathleen opened the meeting. She requested the DASHOs views on how often the DASHO Council should meet. DASHOs agreed to meet every other month for 1 hour. Kathleen wanted the Safety and Health Managers in the Safety and Health Council, to meet and develop an action plan for the year. She requested that the Council schedule a meeting with her in February, to discuss their action plans. This meeting needs to be scheduled with her to discuss and review the S&H Council's action plan, before the next DASHO meeting in March. The next DASHO meeting will be scheduled in late March. Therefore, the Safety and Health Council needs to schedule the meeting with Kathleen by the second week in March. Kathleen stated that she wants each DASHO/Safety Health Manager to review the Departmental Manual 485 DM on Safety and Health Chapters, for any future updates or changes.

Training Initiatives – Diane Schmitz, Director, Office of Occupational Health and Safety and Deputy Department DASHO

Diane will discuss the status of the web-based training that was funded as part of the FY 2002 and FY 2003 Training Initiatives. She will also discuss the completion of the SMIS web-based training developed by DOIU for Workers' Compensation specialists/coordinators, employees, supervisors and safety/health managers.

Diane announced completion of the Safety and Health web-based training for executives, employees, supervisors, and collateral duty officers. A copy of the memo signed by Lynn Scarlett, on December 28, 2004, was provided. The SMIS web-based training for Workers' Compensations Program Coordinators, employees, supervisors, and Safety and Health Managers is expected to be completed in February. DOIU is in the process of making several screens more legible. She also discussed the status of the draft policy on firearms for non-law enforcement personnel.

Workers' Compensation – Sandy Streets, Acting Director, Office of Human Resources
Sandy will discuss the Status of the new Human Resources Workers' Compensation Implementation Plan Committee and bureau nominations. (This was a follow-up to the Workers' Compensation Task Force recommendations.)

Nancy Miller from the Office of Human Resources who was representing Sandy Streets, discussed the status of the “Human Resources Workers’ Compensation Implementation Plan Committee” and bureau nominations. Nancy distributed handouts containing the team members names, provided by each bureau.

Staffing – *Kathleen will discuss the status of the proposed Workers’ Compensation Manager position that was approved by the Council at the November meeting. She will also discuss the status of filling the Safety and Occupational Health Manager(SMIS) vacancy. She will then lead a discussion of the FY 2005 budget funded through the Department’s Working Capital Fund.*

Kathleen elaborated about the SMIS vacancy, and status of the Workers’ Compensation Manager position. She stated that Pam Haze will meet on the Hill to discuss the Working Capitol proposal. Also, Kathleen shared that there was a 3 million dollar error in the DOI, budget and use of the \$166,000 for the OSHA Collateral Duty Training is on hold per the Budget Office, until further notice.

Safety and Health Performance Statistics – Bob Garbe, Occupational Health Programs Manager and Chief Industrial Hygienist
Bob will present the most recent statistics and then lead a discussion on the FY 2005 GPRA Performance Measures and SHARE Initiative Goals.

Bob Garbe, Office of Occupational Health and Safety (Denver Office) discussed and presented charts on Safety and Health Performance Statistics. Bob also discussed the FY 05 GPRA Performance Measures and SHARE Initiative Goals. He mentioned that data was available on the SafetyNet.

Safety and Health Council Report – Linda Rowley, Safety Manager/S&H Chair and Diane Schmitz
Linda will report on items from the Safety and Health Council. Linda and Diane will discuss the status of the draft policy on firearms for non-law enforcement personnel.

Henk Willems attended the meeting for Linda Rowley. There was no Safety and Health Council report.

SHARE Action Plans – Kathleen Wheeler and Bureau DASHO’s
Each bureau will present their action plans to meet the FY 2005 SHARE goals. (Please bring enough copies for everyone.)

Due to limited time, this agenda item was not discussed.

Other Items – Kathleen Wheeler

Any items not otherwise covered in the meeting.

Angie Mathews and Rich Beck from, the Office of Planning and Performance Management discussed FY 05 GPRA Goals for Safety and Health. Angie mentioned that they revised measures on fatality, and will use SHARE Goals as GPRA Goals. Rich stated data will published in the PAR.

Dick Powell, National Park Service, distributed handouts on SMIS. He discussed Lynn Scarlett's memo dated December 28, 2004, on the release of DOI's Safety and Occupational Health Web-Based Training. He spoke on the mandatory training required in the memo. Clarification was provided. Per the memo, training is not mandatory, and each bureau/office determines if training is mandatory for their employees.

Sandy Guches, the Safety Manager from BLM, wanted to know the status of the SMIS position, and what would be the cost to relocate a candidate. She mentioned the SMIS position is vital, and the person should be computer oriented as well as have a background on health issues.

Bill Miller stated that Chapter 7 of the Departmental Manual should be revised.

Kathleen said, changes needed for the Departmental Manual should be submitted by May.

The meeting adjourned at 10:30 a.m. The next meeting will be scheduled for late March.